



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
200 KAR 2:006
4-JCF-6B-15
3-JCRF-1D-08
3-JDF-1C-18
1-JDTP-1C-21
3-JTS-1C-20

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Travel

POLICY NUMBER: 106.10

TOTAL PAGES: 3

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

,COMMISSIONER

I. POLICY

All official travel shall be approved in advance by the staff's supervisor. Out-of-state travel shall be approved by the Commissioner of the Department of Juvenile Justice (DJJ) and the Finance and Administration Cabinet. The Commissioner's out-of-state travel shall be approved by the Secretary of the Justice and Public Safety Cabinet.

II. APPLICABILITY

This policy shall apply to any individual authorized to travel by DJJ.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Individuals traveling on DJJ official business shall be familiar with and follow all guidelines of the Employee Travel Regulations, 200 KAR 2:006. These regulations are available at <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>.
- B. Prior to signing a Travel Voucher, the authorizing supervisor shall audit the travel voucher data to ensure it is true and correct as well as in compliance with this policy. Travel vouchers found out of compliance may be returned to the supervisor unprocessed.
- C. Travel expenses shall only be reimbursed for travel for official DJJ business. Travel vouchers shall be submitted at least once per month unless the travel is for an amount less than ten (10) dollars.

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- D. All travel vouchers shall be submitted on the appropriate form. Mileage claims shall be calculated based on the “Kentucky Official Map”, mileage software , or MapQuest® website and may be attached to the Travel Voucher as supporting documentation.
- E. Persons authorized to travel shall use the most economical, standard transportation available, and the most direct and usually-traveled routes. Exception may be made with approval of the agency head if other arrangements will be in the best interest of the Commonwealth.
- F. Vicinity travel shall be claimed on a separate line of the Travel Voucher. Multiple stops within the same city may be combined on a single line.
- G. State vehicles shall be used for travel if available and feasible.
- H. Mileage shall only be claimed for the shorter of the distance between the staff’s official workstation and destination or the staff’s home and destination, whichever is less.
- I. Per diem for meals shall only be paid for overnight travel. Staff shall be in travel status for the entire meal period to claim per diem. Per diem may not be paid when a full meal is provided by conference or lodging.
- J. Per diem for dinner may be paid without an overnight stay if the staff is at a location more than forty (40) miles from their work station and is in travel status between 5:00 pm and 9:00 pm. Per diem for dinner without an overnight stay shall be W-2 reportable and treated as income for staff.
- K. State-owned facilities shall be used for meetings and lodging if available, practicable and economical.
- L. Group lodging with direct billing to DJJ shall only be established by the department if four (4) or more staff requires overnight lodging. The direct bill account shall be established by the Fiscal Branch.
- M. Receipts are required for all lodging. Parking and other expenses shall also require a receipt for reimbursement over ten (10) dollars. All receipts over ten (10) dollars shall be attached to travel voucher. The travel voucher is available from Kentucky Finance and Administration Cabinet at <http://finance.ky.gov/services/forms/Pages/default.aspx>
- N. Out-of-State
 - 1. A written request for Out-of-State travel shall be submitted to the Commissioner a minimum of thirty (30) days prior to the requested trip. The request shall be submitted to the appropriate Deputy Commissioner, Division Director, and Regional or Branch Manager.
 - 2. If the request is not received minimum of thirty (30) days prior to the departure date, there shall be no assurance that the approval process will be completed in time for the staff to attend.

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3. Upon approval by the Commissioner, the Fiscal Branch shall submit the written request to the Finance and Administration Cabinet for final approval.
4. Reservations for air travel shall not be made prior to receipt of approval from the Finance and Administration Cabinet.
5. Reservations for air travel made through the state-approved travel agency per direction of the Division of Administrative Services shall be charged to the department's Business Travel Account (BTA).
6. Staff may be required to purchase their own airfare. Staff shall submit the original invoice with their out-of-state travel voucher for reimbursement. Airfare shall be the most economical for the state.
7. Travel vouchers submitted for reimbursement for out-of-state travel shall not include any in-state travel that is not associated with the trip.
8. If a rental car is required while out-of-state, a request shall be submitted in advance to the Commissioner. The justification shall include the reasons that public transportation will not suffice, along with the dates required and the cost. The approved request shall be attached to the travel voucher when submitted for reimbursement.

O. Outside Training Request

1. The DJJ-40 Outside Training Request Form shall include a description of the trip, the benefit for the agency, and an estimate of the costs to include registration fee, airfare, per diem, rental car, ground transportation, lodging, parking, tolls, mileage, and miscellaneous, as well as the source of funds, whether general or federal. Estimates shall include a contingency amount up to \$200 for any unanticipated costs.
2. When registration for conference or training is necessary:
 - a. Approved training requests shall be submitted to the Fiscal Branch.
 - b. If the DJJ-40 is not received a minimum of 30 days prior to the conference, the Fiscal Branch shall not guarantee that the Finance and Administration Cabinet can process a check for the registration. In those instances, staff may be required to pay for the registration personally, and obtain reimbursement through the travel voucher process.

V. MONITORING MECHANISM

The Division of Administrative Services shall monitor this policy.